## Refunds/Reimbursements FROM the Committee [CRO-1320]

## **Form Description**

If a committee returns a contribution to a contributor, the refund will be shown on this form. Any other refunds paid by the committee should also be listed and explained on this form.

When a disclosure report is amended only include changed information and check "Yes" at the top of the page.

## **Line-by-Line Instructions**

- LINE 1. Provide the complete name of the committee or fund this report covers.
- LINE 2. Provide the ID number of the committee or fund.
- LINE 3. List each payee's information separately.

  Multiple expenditures made to this payee may be listed on the appropriate lines. If this is an amendment, use Line 3 to add or remove a refund or reimbursement.
  - a. Provide the payee's complete name, mailing address and phone number.
  - b. If the payee is an individual, provide the individual's job title or profession.
  - c. If the payee is an individual, provide the employer's name or specific field of business activity. Please refer to the NAICS classification code for specific field category/codes. This classification code can be found on the SBOE website at www.sboe.state.nc.us
  - d. Check the appropriate box for the type of committee registered.
  - e. Check the appropriate box for the level at which the receiving committee is registered.
  - f. Provide the specific purpose code(s) of the refund or reimbursement using the codes listed at the bottom of the page in #6.
  - g. This space is for any additional information that is necessary for the report.
  - h. Provide the original receipt date for the refund/reimbursement.
  - i. Provide the original receipt amount for the refund/reimbursement.
  - j. List the contributor's election sum-to-date.
     This is their total contribution to the committee from the start of the election.
  - k. List the account code that corresponds to the account to which the refund/ reimbursement applies. Remember to

- leave all account numbers off of the report in order to preserve confidentiality. Use only the account codes provided on the **Certification of Financial Account Information** (CRO-3500) form. Each committee is responsible for establishing their own account code.
- I. List the form of payment of the disbursement (cash, check, draft, money order, credit card or debit card). All expenditures of \$50 or more must be itemized and may not be paid with cash. All media expenses must be paid by check only. If non-media expenses are paid with a credit card listed on the Statement of Organization, the creditor information should be listed on the Debts and Obligations by the Committee (CRO-1610) form along with the amounts incurred and paid during this reporting period. The debt entry will continue to be made until the debt is satisfied in full.
- m. Describe the in-kind item. If the Purpose Code used in #6 appears in bold with an (\*), a detailed explanation is required to be listed in this "Required Remarks' field.
- n. List the date the disbursement was made.
- o. List the amount of the disbursement.
- LINE 4. List the total sum of all refunds on the current page.
- LINE 5. List the total sum of all CRO-1320 pages. Calculate this by adding Line 4 of all CRO-1320 pages.
- LINE 6. Select the most appropriate/applicable purpose code(s) which are required in f. from the list. Purpose codes which are bold and have an (\*) require additional detailed explanation in the Required Remarks field.